**Helping Students Plan Projects**

Use these prompts to help guide students as they set goals and develop plans and timelines for completing their projects. The questions can be used during conferences.

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| **Questions** | **Notes** |
| **Setting Goals**   * What are your goals for the project? * What is the purpose? * Are there conflicting goals you need to consider? |  |
| **Designing a Plan**   * Does your plan have a logical sequence of steps? * Does it include the resources you need to complete the steps? * Is your timeline evident? * What are your priorities? |  |
| **Monitoring Progress**   * What are any challenges? * How will overcome them? * If your first methods don’t work, what will you do instead? * Who or what can you use as a resource on this project? * Do you have a plan for checking your progress? * What will you do if you get behind? * How will you know your work meets the criteria? * How will you determine what more needs to be done? |  |
| **Reflecting**   * Have you incorporated feedback into improving your project? * What have you learned about yourself? * What areas do you want to improve upon? |  |